

## DEPARTMENT OF COMMERCE

*Fourteenth Street and Constitution Avenue NW., Washington, DC 20230  
Phone, 202-482-2000. Internet, www.doc.gov.*

### SECRETARY OF COMMERCE

#### DEPUTY SECRETARY

##### Chief of Staff

Senior Advisor and Deputy Chief of Staff

##### Deputy Chief of Staff

Assistant Secretary for Legislative and  
Intergovernmental Affairs

Chief Financial Officer and Assistant Secretary  
for Administration

##### Chief Information Officer

##### General Counsel

##### Inspector General

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Director, Office of Policy and Strategic  
Planning

Director, Office of Public Affairs

Director, Executive Secretariat

Director, Office of White House Liaison

Senior Advisor for Recovery Act  
Implementation

International Intellectual Property Rights  
Coordinator

Director, Office of Small and Disadvantaged  
Business Utilization

Deputy Assistant Secretary for Administration

Director for Security

Director, Office of Budget

Director for Management and Organization

Director, Office of Civil Rights

Director for Financial Management and  
Deputy Chief Financial Officer

Director for Human Resources Management

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Director for Acquisition Management

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HELEN M. HURVCOMBE

COURTNEY O. GREGOIRE

PSRITS SHAH SELFRIDGE

### BUREAU OF INDUSTRY AND SECURITY

*Department of Commerce, Washington, DC 20230  
Phone, 202-482-2721. Internet, www.bis.doc.gov.*

Under Secretary for Industry and Security

Deputy Under Secretary

Assistant Secretary for Export Administration

Assistant Secretary for Export Enforcement

DANIEL O. HILL, *Acting*

DANIEL O. HILL

MATTHEW S. BORMAN, *Acting*

KEVIN DELLI-COLLI, *Acting*

**ECONOMIC DEVELOPMENT ADMINISTRATION**

*Department of Commerce, Washington, DC 20230*  
*Phone, 202-482-2309. Internet, www.eda.gov.*

Assistant Secretary for Economic Development	(VACANCY)
Deputy Assistant Secretary	(VACANCY)
Chief Financial Office and Director of Administration	SANDRA WALTERS

**ECONOMICS AND STATISTICS ADMINISTRATION**

*Department of Commerce, Washington, DC 20230*  
*Phone, 202-482-3727. Internet, www.esa.doc.gov.*

Under Secretary for Economic Affairs	REBECCA M. BLANK
Deputy Under Secretary	(VACANCY)
Associate Under Secretary for Management	KIM WHITE
Chief Economist	(VACANCY)
Director, Bureau of the Census	THOMAS MESENBURG, <i>Acting</i>
Director, Bureau of Economic Analysis	J. STEVEN LANDEFELD

**INTERNATIONAL TRADE ADMINISTRATION**

*Department of Commerce, Washington, DC 20230*  
*Phone, 202-482-3917. Internet, www.trade.gov.*

Under Secretary for International Trade	MICHELLE O'NEILL, <i>Acting</i>
Deputy Under Secretary	MICHELLE O' NEILL
Assistant Secretary for Import Administration	DAVID SPOONER
Assistant Secretary for Market Access and Compliance	STEPHEN JACOBS, <i>Acting</i>
Assistant Secretary for Manufacturing and Services	MARY SAUNDERS, <i>Acting</i>
Assistant Secretary for Trade Promotion and Director of the U.S. and Foreign Commercial Service	ROCHELLE LIPSITZ, <i>Acting</i>
Chief Financial Officer and Director of Administration	DAVID M. ROBINSON
Chief Information Officer	RENEE MACKLIN

**MINORITY BUSINESS DEVELOPMENT AGENCY**

*Department of Commerce, Washington, DC 20230*  
*Phone, 202-482-5061. Internet, www.mbda.gov.*

National Director, Minority Business Development Agency	(VACANCY)
Deputy Director	(VACANCY)
Associate Director for Management	EDITH J. MCCLOUD

**NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION**

*Department of Commerce, Washington, DC 20230*  
*Phone, 202-482-2985. Internet, www.noaa.gov.*

Under Secretary for Oceans and Atmosphere and Administrator	JANE LUBCHENCO
Assistant Secretary for Oceans and Atmosphere and Deputy Administrator	(VACANCY)

Deputy Assistant Secretary for Oceans and Atmosphere	(VACANCY)
Deputy Assistant Secretary for International Affairs	(VACANCY)
Deputy Under Secretary for Oceans and Atmosphere	MARY M. GLACKIN
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Director, Office of Communications	JUSTIN KENNEY
Director, Office of Legislative Affairs	JOHN GRAY
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Chief Administrative Officer	WILLIAM F. BROGLIE
Assistant Administrator for Fisheries Service	JAMES W. BALSIGER, <i>Acting</i>
Assistant Administrator for Ocean Services and Coastal Zone Management	JOHN H. DUNNIGAN
Assistant Administrator for National Environmental Satellite, Data, and Information Services	MARY E. KICZA
Assistant Administrator for Weather Services	JOHN L. HAYES
Assistant Administrator for Oceanic and Atmospheric Research	RICHARD W. SPINRAD
Assistant Administrator for Program Planning and Integration	LAURA FURGIONE

#### NATIONAL TELECOMMUNICATIONS AND INFORMATION ADMINISTRATION

*Department of Commerce, Washington, DC 20230*  
*Phone, 202-428-1840. Internet, www.ntia.doc.gov.*

Assistant Secretary for Communications and Information	(VACANCY)
Deputy Assistant Secretary	ANNA M. GOMEZ
Chief Counsel	KATHY D. SMITH
Associate Administrator for Spectrum Management	KARL NEBBIA
Associate Administrator for Policy Analysis and Development	(VACANCY)
Associate Administrator for International Affairs	FIONA ALEXANDER
Associate Administrator for Telecommunications and Information Applications	BERNADETTE A. MCGUIRE-RIVERA
Associate Administrator for Telecommunication Sciences and Director, Institute for Telecommunication Sciences	ALAN VINCENT

#### NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY

*100 Bureau Drive, Gaithersburg, MD 20899*  
*Phone, 301-975-6478. TTY, 800-877-8339. Internet, www.nist.gov.*

Director	(VACANCY)
Deputy Director	PATRICK D. GALLAGHER

#### NATIONAL TECHNICAL INFORMATION SERVICE

*5301 Shawnee Road, Alexandria, VA 22312*  
*Phone, 703-605-6050 or 888-584-8332. Internet, www.ntis.gov.*

Director	ELLEN HERBST
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**UNITED STATES PATENT AND TRADEMARK OFFICE**

600 Dulany Street, Arlington, VA 22313  
 Phone, 571-272-8400. Internet, [www.uspto.gov](http://www.uspto.gov).

Under Secretary for Intellectual Property and Director	JOHN J. DOLL, <i>Acting</i>
Deputy Under Secretary for Intellectual Property and Deputy Director	JOHN J. DOLL
Commissioner for Patents	MARGARET A. FOCARINO, <i>Acting</i>
Commissioner for Trademarks	LYNNE G. BERESFORD

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*The Department of Commerce encourages, serves, and promotes the Nation's international trade, economic growth, and technological advancement. The Department provides a wide variety of programs through the competitive free enterprise system. It offers assistance and information to increase America's competitiveness in the world economy; administers programs to prevent unfair foreign trade competition; provides social and economic statistics and analyses for business and government planners; provides research and support for the increased use of scientific, engineering, and technological development; works to improve our understanding and benefits of the Earth's physical environment and oceanic resources; grants patents and registers trademarks; develops policies and conducts research on telecommunications; provides assistance to promote domestic economic development; and assists in the growth of minority businesses.*

The Department was designated as such by act of March 4, 1913 (15 U.S.C. 1501), which reorganized the Department of Commerce and Labor, created by act of February 14, 1903 (15 U.S.C. 1501), by transferring all labor activities into a new, separate Department of Labor.

**Office of the Secretary**

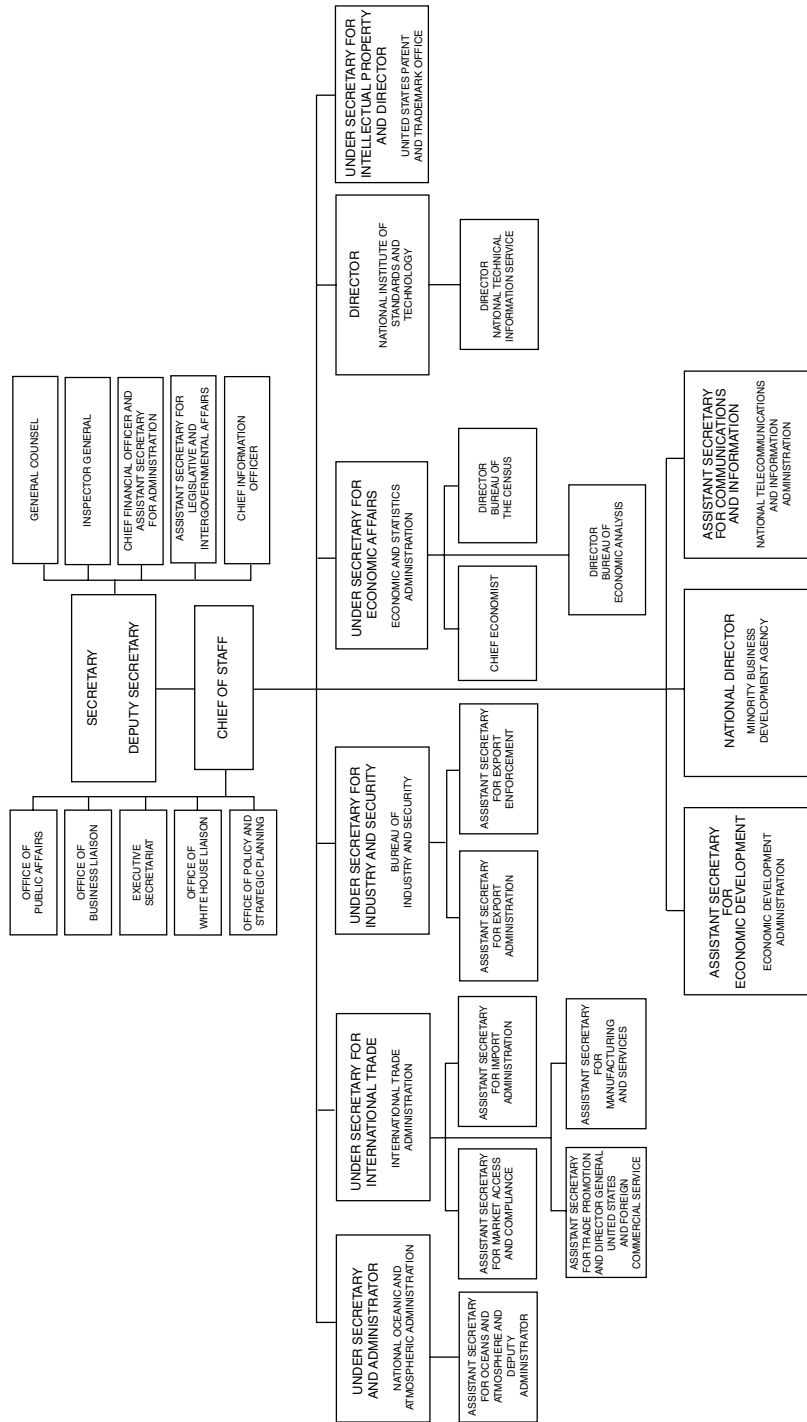
**Secretary** The Secretary is responsible for the administration of all functions and authorities assigned to the Department of Commerce and for advising the President on Federal policy and programs affecting the industrial and commercial segments of the national economy. The Secretary is served by the offices of Deputy Secretary, Inspector General, General Counsel, and the Assistant Secretaries of Administration, Legislative and Intergovernmental Affairs,

and Public Affairs. Other offices whose public purposes are widely administered are detailed below.

**Business Liaison** The Office of Business Liaison directs the business community to the offices and policy experts who can best respond to their needs by promoting proactive, responsive, and effective outreach programs and relationships with the business community. It also informs the Secretary and Department officials of the critical issues facing the business community, informs the business community of Department and administration initiatives and priorities, as well as information regarding Department resources, policies, and programs, and provides general assistance to the business community.

**For further information, call 202-482-1360.**

DEPARTMENT OF COMMERCE



Bureau of Industry and Security

[For the Bureau of Industry and Security statement of organization, see the *Federal Registers* of June 7, 1988, 53 FR 20881, and April 26, 2002, 67 FR 20630]

The mission of the Bureau of Industry and Security (BIS) is to advance U.S. national security, foreign policy, and economic objectives by ensuring an effective export control and treaty compliance system and promoting continued U.S. strategic technology leadership. BIS activities include regulating the export of sensitive goods and technologies in an effective and efficient manner; enforcing export control, antiboycott, and public safety laws; cooperating with and assisting other countries on export control and strategic trade issues; assisting U.S. industry to comply with international arms control agreements; and monitoring the viability of the U.S. defense industrial base and seeking to ensure that it is capable of satisfying U.S. national and homeland security needs.

**Export Administration** The Office of the Assistant Secretary for Export Administration is responsible for export licenses, treaty compliance, treaty obligations relating to weapons of mass destruction, and the defense industrial and technology base. The Office regulates the export of dual-use items requiring licenses for national security, nonproliferation, foreign policy, and short supply; ensures that approval or denial of license applications is consistent with economic and security concerns; promotes an understanding of export control regulations within the business community; represents the Department in interagency and international forums relating to export controls, particularly in multilateral regimes; monitors the availability of industrial resources of national defense;

analyzes the impact of export controls on strategic industries; and assesses the security consequences of certain foreign investments.

**Export Enforcement** The Office of the Assistant Secretary for Export Enforcement enforces dual-use export controls. This enables exporters to take advantage of legal export opportunities while ensuring that illegal exports will be detected and either prevented or investigated and sanctioned. The Office also ensures prompt, aggressive action against restrictive trade practices; reviews visa applications of foreign nationals to prevent illegal technology transfers; and conducts cooperative enforcement activities on an international basis.

**Management and Policy Coordination** The Management and Policy Coordination (MPC) unit establishes and evaluates the Bureau’s overall policy agenda, priorities, goals, unit objectives, and key metrics. MPC performs oversight of program operations and expenditures; executes or supervises the President’s Management Agenda; and adjudicates appeals of licensing and enforcement decisions as part of an extended legal process involving administrative law judges and the Office of General Counsel. MPC provides guidance and coordination for the Bureau’s participation in the Export Control and Related Border Security Assistance Program, which provides technical assistance to strengthen the export and transit control systems of nations that are identified as potential locations for the exporting of weapons of mass destruction, missile delivery systems, or the commodities, technologies, and equipment that can be used to design and build them.

Field Offices—Bureau of Industry and Security

Field Area	Address
<b>Export Enforcement</b>	
Boston, MA .....	Rm. 253, 10 Causeway St., 02222
Dallas, TX .....	Suite 622, 525 S. Griffin St., 75202
Hillside, IL .....	Suite 530, 4415 W. Harrison St., 60162
Houston, TX .....	Suite 250, 15355 Vantage Pkwy. West, 77032

**Field Offices—Bureau of Industry and Security—Continued**

Field Area	Address
Fort Lauderdale, FL .....	Suite 2060, 200 E. Las Olas Blvd., 33301
Herndon, VA .....	Suite 1125, 381 Elden St., 20170
Irvine, CA .....	Suite 310, 2601 Main St., 92614-6299
San Jose, CA .....	Suite 725, 160 W. Santa Clara St., 95113
Staten Island, NY .....	Suite 104, 1200 South Ave., 10314
<b>Export Administration</b>	
Newport Beach, CA .....	Suite 345, 300 Irvine Ave., 92660
San Jose, CA .....	Suite 725, 160 W. Santa Clara St., 95113

For further information, contact the Bureau of Industry and Security, Office of Public Affairs, Room 3897, Fourteenth Street and Constitution Avenue NW., Washington, DC 20230. Phone, 202-482-2721. Internet, [www.bis.doc.gov](http://www.bis.doc.gov).

## Economic Development Administration

The Economic Development Administration (EDA) was created in 1965 under the Public Works and Economic Development Act (42 U.S.C. 3121) as part of an effort to target Federal resources to economically distressed areas and to help develop local economies in the United States. It was mandated to assist rural and urban communities that were outside the mainstream economy and that lagged in economic development, industrial growth, and personal income.

EDA provides grants to States, regions, and communities across the Nation to help create wealth and minimize poverty by promoting a favorable business environment to attract private capital investment and higher skill, higher wage jobs through capacity building, planning, infrastructure, research grants, and strategic initiatives. Through its grant program, EDA utilizes public sector resources to create an environment where the private sector risks capital and job opportunities are created.

Public works and development facilities grants support infrastructure projects that foster the establishment or expansion of industrial and commercial businesses, supporting the retention and creation of jobs.

Planning grants support the design and implementation of effective economic

development policies and programs, by local development organizations, in States and communities. EDA funds a network of over 350 planning districts throughout the country.

Technical assistance provides for local feasibility and industry studies, management and operational assistance, natural resource development, and export promotion. In addition, EDA funds a network of university centers that provide technical assistance.

Research, evaluation, and demonstration funds are used to support studies about the causes of economic distress and to seek solutions to counteract and prevent such problems.

Economic adjustment grants help communities adjust to a gradual erosion or sudden dislocation of their local economic structure. This assistance provides funding for both planning and implementation to address economic change.

The Trade Adjustment Assistance program helps U.S. firms and industries injured as the result of economic globalization. A nationwide network of Trade Adjustment Assistance Centers offers low-cost, effective professional assistance to certified firms to develop and implement recovery strategies.

**Regional Offices—Economic Development Administration**

Region (Areas Served)	Address
Atlanta, GA (AL, FL, GA, MS, NC, SC, TN) ..	Suite 1820, 401 W. Peachtree St. NW., 30308

**Regional Offices—Economic Development Administration—Continued**

Region (Areas Served)	Address
Austin, TX (AR, LA, NM, OK, TX) .....	Suite 1100, 504 Lavaca St., 78701
Chicago, IL (IL, IN, MI, MN, OH, WI) .....	Suite 855, 111 N. Canal St., 60606
Denver, CO (CO, IA, KS, MO, MT, ND, NE, SD, UT, WY).	Suite 250, 410 17th St., 80202
Philadelphia, PA (CT, DE, DC, MA, MD, ME, NH, NJ, NY, PA, RI, VT, VA, WV; PR, VI).	Suite 140, S. 601 Walnut St., 19106
Seattle, WA (AK, AZ, CA, HI, ID, NV, OR, WA; AS, NMI, GU, FSM, RMI, RP).	Rm. 1890, 915 2d Ave., 98174

For further information, contact the Economic Development Administration, Department of Commerce, Washington, DC 20230. Phone, 202-482-2309. Fax, 202-273-4723. Internet, [www.eda.gov](http://www.eda.gov).

## Economics and Statistics Administration

The Economics and Statistics Administration (ESA) provides broad and targeted economic data, analyses, and forecasts for use by Government agencies, businesses, and others, as well as develops domestic and international economic policy. The Under Secretary is the chief economic adviser to the Secretary and provides leadership and executive management of the Bureau of the Census and the Bureau of Economic Analysis.

ESA provides key business, economic, and international trade information products that American business and the public can use to make informed decisions through STAT.USA®.

### Bureau of the Census

[For the Bureau of the Census statement of organization, see the *Federal Register* of Sept. 16, 1975, 40 FR 42765]

The Bureau of the Census was established as a permanent office by act of March 6, 1902 (32 Stat. 51). The major functions of the Census Bureau are authorized by the Constitution, which provides that a census of population shall be taken every 10 years, and by laws codified as title 13 of the United States Code. The law also provides that the information collected by the Census Bureau from individual persons, households, or establishments be kept strictly confidential and be used only for statistical purposes. The Census Bureau is responsible for:

- the decennial censuses of population and housing;
- the quinquennial censuses of State and local governments, manufacturers, mineral industries, distributive trades, construction industries, and transportation;
- current surveys that provide information on many of the subjects covered in the censuses at monthly, quarterly, annual, or other intervals;
- compilation of current statistics on U.S. foreign trade, including data on imports, exports, and shipping;
- special censuses at the request and expense of State and local government units;
- publication of estimates and projections of the population;
- publication of current data on population and housing characteristics; and
- current reports on manufacturing, retail and wholesale trade, services, construction, imports and exports, State and local government finances and employment, and other subjects.

The Census Bureau makes available statistical results of its censuses, surveys, and other programs to the public through printed reports, CD-ROMs and DVDs, the Internet and other media, and prepares special tabulations sponsored and paid for by data users. It also produces statistical compendia, catalogs, guides, and directories that are useful in locating information on specific subjects. Upon request, the Bureau makes searches of decennial census records



and furnishes certificates to individuals for use as evidence of age, relationship, or place of birth. A fee is charged for searches.

For further information, contact the Marketing Service Office, Bureau of the Census, Department of Commerce, Washington, DC 20233. Phone, 301-763-4636. Fax, 301-457-3842. Internet, [www.census.gov](http://www.census.gov).

### Field Organization—Bureau of the Census

Regional Office (Areas Served)	Address
Atlanta, GA (AL, FL, GA)	Suite 3200, 101 Marietta St. NW., 30303-2700
Boston, MA (CT, MA, ME, NH, NY (all counties not listed under the New York Regional Office), PR, RI, VI, and VT)	Suite 301, 4 Copley Pl., 02117-9108
Charlotte, NC (KY, NC, SC, TN, VA)	Suite 106, 901 Center Park Dr., 28217-2935
Chicago, IL (IL, IN, WI)	Suite 5501, 2255 Enterprise Dr., Westchester, IL 60154
Dallas, TX (LA, MS, TX)	Suite 800S, 8585 Stemmons N. Fwy., 75237-3836
Denver, CO (AZ, CO, MT, NE, ND, NM, NV, SD, UT, and WY)	Suite 100, 6900 W. Jefferson Ave., Lakewood, CO 80235-2032
Detroit, MI (MI, OH, WV)	Suite 100, 1395 Brewery Park Blvd., 48207-2635
Kansas City, KS (AR, IA, KS, MN, MO, OK)	1211 N. 8th St., 66101-2129
Los Angeles, CA (CA (counties of Fresno, Imperial, Inyo, Kern, Kings, Los Angeles, Madera, Mariposa, Merced, Monterey, Orange, Riverside, San Benito, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, Tulare, and Ventura), HI)	Suite 300, 15350 Sherman Way, Van Nuys, CA 91406-4224
New York, NY (NJ (counties of Bergen, Essex, Hudson, Middlesex, Morris, Passaic, Somerset, Sussex, Union, and Warren), NY (counties of Bronx, Kings, Nassau, New York, Queens, Richmond, Rockland, Suffolk, and Westchester))	Suite 800, 395 Hudson St., 10014
Philadelphia, PA (DC, DE, MD, NJ (all counties not listed under the New York Regional Office), PA)	Suite 504, 833 Chestnut St., 19107-4405
Seattle, WA (AK, CA (all counties not listed under the Los Angeles Regional Office), ID, OR, WA)	Suite 3800, 601 Union St., 98101-1074

### Bureau of Economic Analysis

[For the Bureau of Economic Analysis statement of organization, see the *Federal Register* of Dec. 29, 1980, 45 FR 85496]

The Bureau of Economic Analysis (BEA) promotes a better understanding of the U.S. economy by providing the most timely, relevant, and accurate economic accounts data in an objective and cost-effective manner. BEA's economic statistics are closely watched and provide a comprehensive picture of the U.S. economy. BEA prepares national, regional, industry, and international accounts that present essential information on such issues in the world economy.

BEA's national economic statistics provide a comprehensive look at U.S. production, consumption, investment, exports and imports, and income and saving. The international transactions

accounts provide information on trade in goods and services (including the balance of payments and trade), investment income, and government and private finances. In addition, the accounts measure the value of U.S. international assets and liabilities and direct investment by multinational companies.

The regional accounts provide data on total and per capita personal income by region, State, metropolitan area, and county, and on gross State product. The industry economic account provides a detailed view of the interrelationships between U.S. producers and users and the contribution to production across industries.

For further information, contact the Public Information Office, Bureau of Economic Analysis, Department of Commerce, Washington, DC 20230. Phone, 202-606-9900. Fax, 202-606-5310. Email, [customerservice@bea.gov](mailto:customerservice@bea.gov). Internet, [www.bea.gov](http://www.bea.gov).

For further information, contact the Economics and Statistics Administration, Department of Commerce, Washington, DC 20230. Phone, 202-482-3727. Internet, [www.esa.doc.gov](http://www.esa.doc.gov).

## International Trade Administration

[For the International Trade Administration statement of organization, see the *Federal Register* of Jan. 25, 1980, 45 FR 6148]

The International Trade Administration (ITA) was established on January 2, 1980, by the Secretary of Commerce to promote world trade and to strengthen the international trade and investment position of the United States.

ITA is headed by the Under Secretary for International Trade, who coordinates all issues concerning trade promotion, international commercial policy, market access, and trade law enforcement. The Administration is responsible for nonagricultural trade operations of the U.S. Government and supports the trade policy negotiation efforts of the U.S. Trade Representative.

**Import Administration** The Office of Import Administration defends American industry against injurious and unfair trade practices by administering efficiently, fairly, and in a manner consistent with U.S. international trade obligations the antidumping and countervailing duty laws of the United States. The Office ensures the proper administration of foreign trade zones and advises the Secretary on establishment of new zones; oversees the administration of the Department's textiles program; and administers programs governing watch assemblies, and other statutory import programs.

**Market Access and Compliance** The Office of Market Access and Compliance advises on the analysis, formulation, and implementation of U.S. international economic policies and carries out programs to promote international trade, improve access by U.S. companies to overseas markets, and strengthen the international trade and investment position of the United States. The Office analyzes and develops recommendations for region- and country-specific international economic, trade, and

investment policy strategies and objectives. In addition, the Office is responsible for implementing, monitoring, and enforcing foreign compliance with bilateral and multilateral trade agreements.

**Manufacturing and Services** The Manufacturing and Services unit advises on domestic and international trade and investment policies affecting the competitiveness of U.S. industry and carries on a program of research and analysis on manufacturing and services. Based on this analysis and interaction with U.S. industry, the unit Secretary develops strategies, policies, and programs to strengthen the competitive position of U.S. industries in the United States and world markets. The unit manages an integrated program that includes both industry and economic analysis, trade policy development and multilateral, regional, and bilateral trade agreements for manufactured goods and services; administers trade arrangements (other than those involving AD/CVD proceedings) with foreign governments in product and service areas; and develops and provides business information and assistance to the United States on its rights and opportunities under multilateral and other agreements.

**Trade Promotion and U.S. and Foreign Commercial Service** The Trade Promotion and U.S. and Foreign Commercial Service unit directs ITA's export promotion programs, develops and implements a unified goal-setting and evaluation process to increase trade assistance to small- and medium-sized businesses, directs a program of international trade events, market research, and export-related trade information products and services; and directs programs to aid U.S. firms to compete successfully for major projects and procurements worldwide. ITA provides a comprehensive platform of

export assistance services to support U.S. firms who enter or expand their presence in overseas markets, including counseling, trade events, and outreach services through 109 export assistance centers located in the United States and 158 posts located in 83 countries

throughout the world. For a complete listing of ITA's export assistance centers, both in the United States and abroad, consult the Web site at [www.export.gov/eac](http://www.export.gov/eac) or call the Trade Information Center at 1-800-872-8723.

For further information, contact the International Trade Administration, Department of Commerce, Washington, DC 20230. Phone, 202-482-3917. Internet, [www.trade.gov](http://www.trade.gov).

## Minority Business Development Agency

[For the Minority Business Development Agency statement of organization, see the *Federal Register* of Mar. 17, 1972, 37 FR 5650, as amended]

The Minority Business Development Agency was established by Executive order in 1969. The Agency develops and coordinates a national program for minority business enterprise.

The Agency was created to assist minority businesses in achieving effective and equitable participation in the American free enterprise system and in overcoming social and economic disadvantages that have limited their participation in the past. The Agency provides national policies and leadership in forming and strengthening a partnership of business, industry, and government with the Nation's minority businesses.

Business development services are provided to the minority business community through three vehicles: the minority business opportunity

committees which disseminate information on business opportunities; the minority business development centers that provide management and technical assistance and other business development services; and electronic commerce which includes a Web page on the Internet that will show how to start a business and use the service to electronically match business with contract opportunities.

The Agency promotes and coordinates the efforts of other Federal agencies in assisting or providing market opportunities for minority business. It coordinates opportunities for minority firms in the private sector. Through such public and private cooperative activities, the Agency promotes the participation of Federal, State, and local governments, and business and industry in directing resources for the development of strong minority businesses.

### National Enterprise Centers—Minority Business Development Agency

Region	Address	Director	Telephone
Atlanta, GA .....	Suite 1715, 401 W. Peachtree St. NW., 30308-3516 ..	Patricia Hanes .....	404-730-3300
Chicago, IL .....	Suite 1406, 55 E. Monroe St., 60603 .....	Eric Dobyne .....	312-353-0182
Dallas, TX .....	Suite 726, 1100 Commerce St., 75242 .....	John Iglehart .....	214-767-8001
El Monte, CA .....	Suite 455, 9660 Flair Dr., 91713 .....	Maria Acosta .....	818-453-8636
New York, NY .....	Suite 3720, 26 Federal Plz., 10278 .....	Heyward Davenport .....	212-264-3262
San Francisco, CA .....	Rm. 1280, 221 Main St., 94105 .....	Linda Marmolejo .....	415-744-3001

### Regional Enterprise Centers—Minority Business Development Agency

Area	Address	Director	Telephone
Boston, MA .....	Suite 414, One Gateway Ctr., 02458 .....	Dick Torborg .....	617-527-2186
Miami, FL .....	Suite 1314, 51 SW. First Ave., 33130 .....	Augusto Guzman .....	305-536-5054
Pasadena, CA .....	Suite 460, Pasadena Office Towers, 150 S. Los Robles Ave., 91101.	Maria Acosta .....	818-453-8636
Philadelphia, PA .....	Suite 10128, 600 Arch St., 19106 .....	Alfonso Jackson .....	215-597-9236

For further information, contact the Office of the Director, Minority Business Development Agency, Department of Commerce, Washington, DC 20230. Phone, 202-482-5061. Internet, [www.mbda.gov](http://www.mbda.gov).

## National Oceanic and Atmospheric Administration

[For the National Oceanic and Atmospheric Administration statement of organization, see the *Federal Register* of Feb. 13, 1978, 43 FR 6128]

The National Oceanic and Atmospheric Administration (NOAA) was formed on October 3, 1970, by Reorganization Plan No. 4 of 1970 (5 U.S.C. app.).

NOAA's mission entails environmental assessment, prediction, and stewardship. It is dedicated to monitoring and assessing the state of the environment in order to make accurate and timely forecasts to protect life, property, and natural resources, as well as to promote the economic well-being of the United States and to enhance its environmental security. NOAA is committed to protecting America's ocean, coastal, and living marine resources while promoting sustainable economic development.

For a complete listing of NOAA facilities and activities in your State or Territory, consult the Web site at [www.legislative.noaa.gov/NIYS0107/noaainyourstate.html](http://www.legislative.noaa.gov/NIYS0107/noaainyourstate.html).

### National Weather Service

The National Weather Service (NWS) provides weather, water and climate warnings, forecasts and data for the United States, its territories, adjacent waters, and ocean areas. NWS data and products form a national information database and infrastructure used by Government agencies, the private sector, the public, and the global community to protect life and property and to enhance the national economy. Working with partners in Government, academic and research institutions and private industry, NWS strives to ensure their products and services are responsive to the needs of the American public. NWS data and information services support aviation and marine activities, wildfire suppression, and many other sectors of the economy.

NWS supports national security efforts with long- and short-range forecasts, air quality and cloud dispersion forecasts, and broadcasts of warnings and critical information over the 800-station NOAA Weather Radio network.

For further information, contact the National Weather Service, Attention: Executive Affairs, 1325 East-West Highway, Silver Spring, MD 20910-3283. Phone, 301-713-0675. Fax, 301-713-0049. Internet, [www.nws.noaa.gov](http://www.nws.noaa.gov).

### National Environmental Satellite, Data, and Information Service

The National Environmental Satellite, Data, and Information Service (NESDIS) operates the Nation's civilian geostationary and polar-orbiting environmental satellites. It also manages the largest collection of atmospheric, climatic, geophysical, and oceanographic data in the world. From these sources, NESDIS develops and provides, through various media, environmental data for forecasts, national security, and weather warnings to protect life and property. This data is also used to assist in energy distribution, the development of global food supplies, the management of natural resources, and in the recovery of downed pilots and mariners in distress.

For further information, contact the National Environmental Satellite, Data, and Information Service, 1335 East-West Highway, Silver Spring, MD 20910-3283. Phone, 301-713-3578. Fax, 301-713-1249. Internet, [www.noaa.gov/nedis/nedis.html](http://www.noaa.gov/nedis/nedis.html).

### National Marine Fisheries Service

The National Marine Fisheries Service (NMFS) supports the management, conservation, and sustainable development of domestic and international living marine resources and the protection and restoration of healthy

ecosystems. NMFS is involved in the stock assessment of the Nation's multi-billion-dollar marine fisheries, protecting marine mammals and threatened species, habitat conservation operations, trade and industry assistance, and fishery enforcement activities.

**For further information, contact the National Marine Fisheries Service, 1315 East-West Highway, Silver Spring, MD 20910. Phone, 301-713-2239. Fax, 301-713-2258. Internet, [www.nmfs.noaa.gov](http://www.nmfs.noaa.gov).**

### **National Ocean Service**

The National Ocean Service (NOS) works to balance the Nation's use of coastal resources through research, management, and policy. NOS monitors the health of U.S. coasts by examining how human use and natural events impact coastal ecosystems. Coastal communities rely on NOS for information about natural hazards so they can more effectively reduce or eliminate the destructive effects of coastal hazards. NOS assesses the damage caused by hazardous material spills and works to restore or replace the affected coastal resources. Through varied programs, NOS protects wetlands, water quality, beaches, and wildlife. In addition, NOS provides a wide range of navigational products and data that assist vessels' safe movement through U.S. waters and provides the basic set of information that establishes the latitude, longitude, and elevation framework necessary for the Nation's surveying, navigation, positioning, and mapping activities.

**For further information, contact the National Ocean Service, Room 13231, SSMC 4, 1305 East-West Highway, Silver Spring, MD 20910. Phone, 301-713-3070. Fax, 301-713-4307. Internet, [www.nos.noaa.gov](http://www.nos.noaa.gov).**

**For further information, contact the Office of Public Affairs, National Oceanic and Atmospheric Administration, Department of Commerce, Washington, DC 20230. Phone, 202-482-4190. Internet, [www.noaa.gov](http://www.noaa.gov).**

### **Office of Oceanic and Atmospheric Research**

The Office of Oceanic and Atmospheric Research (OAR) carries out research on weather, air quality and composition, climate variability and change, and ocean, coastal, and Great Lakes ecosystems. OAR conducts and directs its research programs in coastal, marine, atmospheric, and space sciences through its own laboratories and offices, as well as through networks of university-based programs across the country.

**For further information, contact the Office of Oceanic and Atmospheric Research, Room 11458, 1315 East-West Highway, Silver Spring, MD 20910. Phone, 301-713-2458. Fax, 301-713-0163. Internet, [www.oar.noaa.gov](http://www.oar.noaa.gov).**

### **Office of Marine and Aviation Operations**

The Office of Marine and Aviation Operations maintains a fleet of ships and aircraft, and manages several safety programs. Ships and aircraft are used for operational data collection and research in support of NOAA's mission, the Global Earth Observation System, and the Integrated Ocean Observing System. This includes flying "hurricane hunter" aircraft into nature's most turbulent storms to collect data critical to hurricane research.

**For further information, contact Office of Marine and Aviation Operations, Suite 500, 8403 Colesville Rd., Silver Spring, MD 20910. Phone, 301-713-1045.**

## National Telecommunications and Information Administration

[For the National Telecommunications and Information Administration statement of organization, see the *Federal Register* of June 5, 1978, 43 FR 24348]

The National Telecommunications and Information Administration (NTIA) was established in 1978 by Reorganization Plan No. 1 of 1977 (5 U.S.C. app.) and Executive Order 12046 of March 27, 1978 (3 CFR, 1978 Comp., p. 158), by combining the Office of Telecommunications Policy of the Executive Office of the President and the Office of Telecommunications of the Department of Commerce to form a new agency reporting to the Secretary of Commerce. NTIA operates under the authority of the National Telecommunications and Information Administration Organization Act (47 U.S.C. 901).

NTIA's principal responsibilities and functions include:

- serving as the principal executive branch adviser to the President on telecommunications and information policy;
- developing and presenting U.S. plans and policies at international

communications conferences and related meetings;

- prescribing policies for and managing Federal use of the radio frequency spectrum;
- serving as the principal Federal telecommunications research and engineering laboratory, through NTIA's Institute for Telecommunication Sciences, headquartered in Boulder, CO;
- administering Federal programs to assist telecommunication facilities, public safety organizations, and the general public with the transition to digital broadcasting;
- providing grants through the Broadband Technology Opportunities Program to increase broadband accessibility in underserved areas of the United States; and
- providing grants through the Public Telecommunications Facilities Program to extend delivery of public telecommunications services to U.S. citizens, to increase ownership and management by women and minorities, and to strengthen the capabilities of existing public broadcasting stations to provide telecommunications services.

For further information, contact the National Telecommunications and Information Administration, Department of Commerce, Washington, DC 20230. Phone, 202-482-1551. Internet, [www.ntia.doc.gov](http://www.ntia.doc.gov).

## National Institute of Standards and Technology

The National Institute of Standards and Technology (NIST) operates under the authority of the National Institute of Standards and Technology Act (15 U.S.C. 271), which amends the Organic Act of March 3, 1901 (ch. 872), that created the National Bureau of Standards (NBS) in 1901. In 1988, Congress renamed NBS as NIST and expanded its activities and responsibilities.

NIST is a nonregulatory Federal agency within the Commerce Department. Its mission is to promote measurement science, standards, and

technology to enhance productivity, facilitate trade, and improve the quality of life. NIST carries out its mission through the NIST laboratories, which conduct research to advance the U.S. technological infrastructure; the Baldrige National Quality Program, which helps U.S. businesses and other organizations improve the performance and quality of their operations; the Hollings Manufacturing Extension Partnership, which helps smaller firms adopt new manufacturing and management

technologies; and the Technology Innovative Program, which provides cost-shared awards to industry and other

institutions for high-risk, high-reward research in areas of critical national need.

For further information, contact the National Institute of Standards and Technology, 100 Bureau Drive, Gaithersburg, MD. Phone, 301-975-6478. Fax, 301-926-1630. Email, [inquiries@nist.gov](mailto:inquiries@nist.gov). Internet, [www.nist.gov](http://www.nist.gov).

## National Technical Information Service

The National Technical Information Service (NTIS) operates a central clearinghouse of scientific and technical information that is useful to U.S. business and industry. NTIS collects scientific and technical information; catalogs, abstracts, indexes, and permanently archives the information; disseminates products in the forms and formats most useful to its customers; develops electronic and other media to disseminate information; and provides information processing services to other Federal agencies. NTIS receives no appropriations. Its revenue comes from two sources: the sale of technical reports to business and industry, schools and universities, State and local government offices, and the public at large and from services to Federal agencies that help them communicate more effectively with their employees and constituents.

The NTIS collection of approximately 2.5 million works covers a broad array

of subjects and includes reports on the results of research and development and scientific studies on manufacturing processes, current events, and foreign and domestic trade; business and management studies; social, economic, and trade statistics; computer software and databases; health care reports, manuals, and data; environmental handbooks, regulations, economic studies, and applied technologies; directories to Federal laboratory and technical resources; and global competitive intelligence. The collection also includes audiovisual training materials in such areas as foreign languages, workplace safety and health, law enforcement, and fire services.

The *NTIS Bibliographic Database* is available online through commercial vendors and on CD-ROM from NTIS. Database entries since 1964 are available at the NTIS Web site. Internet, [www.ntis.gov](http://www.ntis.gov).

For further information, contact the National Technical Information Service Administration, 5301 Shawnee Road, Arlington, VA 22312. Phone, 703-605-6050 or 888-584-8332. Internet, [www.ntis.gov](http://www.ntis.gov).

## United States Patent and Trademark Office

[For the Patent and Trademark Office statement of organization, see the *Federal Register* of Apr. 14, 1975, 40 FR 16707]

The United States Patent and Trademark Office (USPTO) was established by the act of July 19, 1952 (35 U.S.C. 1) "to promote the progress of science and the useful arts by securing for limited times to inventors the exclusive right to their respective discoveries for a certain

period of time" (Article I, Section 8 of the United States Constitution). The registration of trademarks is based on the commerce clause of the U.S. Constitution.

USPTO examines and issues patents. There are three major patent categories: utility patents, design patents, and plant patents. USPTO also issues statutory

invention registrations and processes international patent applications.

Through the registration of trademarks, USPTO assists businesses in protecting their investments, promoting goods and services, and safeguarding consumers against confusion and deception in the marketplace. A trademark includes any distinctive word, name, symbol, device, or any combination thereof adopted and used or intended to be used by a manufacturer or merchant to identify his goods or services and distinguish them from those manufactured or sold by others. Trademarks are examined by the Office for compliance with various statutory requirements to prevent unfair competition and consumer deception.

In addition to the examination of patent and trademark applications, issuance of patents, and registration of trademarks, USPTO advises and assists government agencies and officials in matters involving all domestic and global

aspects of intellectual property. USPTO also promotes an understanding of intellectual property protection.

USPTO provides public access to patent, trademark, and related scientific and technical information. Patents and trademarks may be freely reviewed and searched online at [www.uspto.gov](http://www.uspto.gov) or at designated Patent and Trademark Depository Libraries. There are 80 Patent and Trademark Depository Libraries located within the United States and the territory of Puerto Rico. Additionally, USPTO's Scientific and Technical Information Center in Alexandria, VA, houses over 120,000 volumes of scientific and technical books in various languages; 90,000 bound volumes of periodicals devoted to science and technology; the official journals of 77 foreign patent organizations; and over 40 million foreign patents on paper, microfilm, microfiche, and CD-ROM.

**For further information, contact the Office of Public Affairs, United States Patent and Trademark Office, 600 Dulany Street, Alexandria, VA 22314. Phone, 571-272-8400. Internet, [www.uspto.gov](http://www.uspto.gov).**

## Sources of Information

**Age and Citizenship** Age search and citizenship information is available from the Personal Census Search Unit, Bureau of the Census, National Processing Center, P.O. Box 1545, Jeffersonville, IN 47131. Phone, 812-218-3046.

**Economic Development Information Clearinghouse** The EDA will host on its Web site the Economic Development Information Clearinghouse, an online depository of information on economic development (Internet, [www.doc.gov/eda](http://www.doc.gov/eda)).

**Contracting and Small Business** For information regarding contract opportunities, contact the Office of Small and Disadvantaged Business Utilization. Phone, 202-482-1472. Internet, [www.doc.gov/osdbu](http://www.doc.gov/osdbu).

**Employment** Information is available electronically through the Internet, at [www.doc.gov/ohrm](http://www.doc.gov/ohrm). Phone, 202-482-5138.

The National Oceanic and Atmospheric Administration has field employment offices at the Western Administrative Support Center, Bin C15700, 7600 Sand Point Way NE., Seattle, WA 98115 (phone, 206-526-6294); 325 Broadway, Boulder, CO 80303 (phone, 303-497-6332); 601 East Twelfth Street, Kansas City, MO 64106 (phone, 816-426-2056); and 200 World Trade Center, Norfolk, VA 23510-1624 (phone, 757-441-6516).

**Environment** The National Oceanic and Atmospheric Administration conducts research and gathers data about the oceans, atmosphere, space, and Sun, and applies this knowledge to science and service in ways that touch the lives of all Americans, including warning of dangerous weather, charting seas and skies, guiding our use and protection of ocean and coastal resources, and improving our



understanding and stewardship of the environment which sustains us all. For further information, contact the Office of Public and Constituent Affairs, National Oceanic and Atmospheric Administration, Room 6013, Fourteenth Street and Constitution Avenue NW., Washington, DC 20230. Phone, 202-482-6090. Fax, 202-482-3154. Internet, [www.noaa.gov](http://www.noaa.gov).

**Inspector General Hotline** The Office of Inspector General works to promote economy, efficiency, and effectiveness and to prevent and detect fraud, waste, abuse, and mismanagement in departmental programs and operations. Contact the Hotline, Inspector General, P.O. Box 612, Ben Franklin Station, Washington, DC 20044. Phone, 202-482-2495, or 800-424-5197 (toll free). TTD, 202-482-5923, or 800-854-8407 (toll free). Fax, 202-789-0522. Internet, [www.oig.doc.gov](http://www.oig.doc.gov). Email, [hotline@oig.doc.gov](mailto:hotline@oig.doc.gov).

**Patents** The United States Patent and Trademark Office has priority programs for advancement of examination of certain patent applications where the invention could materially enhance the quality of the environment of mankind. For further information, contact the Commissioner for Patents, Office of Petitions, Washington, DC 20231. Phone, 703-305-9282.

**Publications** The titles of selected publications are printed below with the operating units responsible for their issuance. These and other publications dealing with a wide range of business, economic, environmental, scientific, and technical matters are announced in the weekly *Business Service Checklist*, which may be purchased from the Superintendent of Documents, Government Printing Office, Washington, DC 20402. Phone, 202-512-1800.

**Bureau of the Census** Numerous publications presenting statistical information on a wide variety of subjects are available from the Government Printing Office, including the following: *Statistical Abstract of the U.S.*; *Historical Statistics of the United States*, *Colonial*

*Times to 1970*; *County and City Data Book, 1994*; and *State and Metropolitan Area Data Book, 1997-1998*.

Employment opportunities, data highlights, large data files, access tools, and other material are available on the World Wide Web. Internet, [www.census.gov](http://www.census.gov). Email, [webmaster@census.gov](mailto:webmaster@census.gov).

**Bureau of Economic Analysis** The *Survey of Current Business* (Monthly Journal) is available from the Government Printing Office. Current and historical estimates, general information, and employment opportunities are available on BEA's Web site at [www.bea.gov](http://www.bea.gov). For more information, contact the Public Information Office. Phone, 202-606-9900. Email, [webmaster@bea.gov](mailto:webmaster@bea.gov).

**Bureau of Industry and Security** The Bureau's Web site (Internet, [www.bis.doc.gov](http://www.bis.doc.gov)) provides information for the U.S. business community, including export news, general, subject and policy fact sheets, updates to the Export Administration regulations, Bureau program information, e-FOIA information, and export seminar event schedules. Publications available on the site include the Bureau's annual report, foreign policy controls report, and international diversification and defense market assessment guides. The Government Printing Office, in conjunction with the Bureau, has created a Web site that contains an up-to-date database of the entire export administration regulations, including the commerce control list, the commerce country chart, and the denied persons list (Internet, [www.access.gpo.gov/bis/index.html](http://www.access.gpo.gov/bis/index.html)). The Outreach and Educational Services Division has offices in Washington, DC (phone, 202-482-4811; fax, 202-482-2927) and on the West Coast (phone 949-660-0144, or 408-351-3378; fax, 949-660-9347, or 408-351-3355). For enforcement-related questions, contact the partnership-insecurity hotline (phone, 800-424-2980).

**International Trade Administration** The Administration maintains a Web site, (Internet, [www.trade.gov](http://www.trade.gov)), which offers the single best place for individuals or

firms seeking reports, documents, import case/regulations, texts of international agreements like NAFTA and GATT, market research, and points of contact for assistance in exporting, obtaining remedies from unfair trading practices, or receiving help with market access problems. Customers are able to review comprehensive information on how to export, search for trade information by either industry or by country, learn how to petition against unfairly priced imports, and obtain information on a number of useful international trade-related products like overseas trade leads and agent distributor reports. The Web site also features email addresses and locations for trade contacts in Washington, overseas, in major exporting centers in the United States, and in other parts of the Federal Government.

**Minority Business Development Agency**

Copies of *Minority Business Today* and the *BDC Directory* may be obtained by contacting the Office of Business Development. Phone, 202-482-6022. Comprehensive information about programs, policy, centers, and access to the job matching database is available through the Internet at [www.mbda.gov](http://www.mbda.gov).

**National Institute of Standards and Technology**

*Journal of Research; Publications of the Advanced Technology Program and Manufacturing Extension Partnership Program; Handbook of Mathematical Functions; Experimental Statistics; International System of Units (SI); Standard Reference Materials Catalog; Specifications, Tolerances, and Other Technical Requirements for Weighing and Measuring Devices Handbook; and Uniform Laws and Regulations Handbook* are available from the Government Printing Office.

**National Oceanic and Atmospheric Administration**

The Administration provides technical memoranda, technical reports, monographs, nautical and aeronautical charts, coastal zone maps, data tapes, and a wide variety of raw and processed environmental data. Information on NOAA products is

available through the Internet at [www.noaa.gov](http://www.noaa.gov). Contact the Office of Public and Constituent Affairs, Fourteenth Street and Constitution Avenue NW., Washington, DC 20230. Phone, 202-482-6090. Fax, 202-482-3154.

**National Technical Information Service**

For general inquiries, to place an order, or to request the *Catalog of NTIS Products and Services*, contact the NTIS Sales Desk from 8 a.m. to 6 p.m. (eastern standard time). Phone, 800-553-6847. TDD, 703-487-4639. Fax, 703-605-6900. Email, [info@ntis.gov](mailto:info@ntis.gov). Internet, [www.ntis.gov](http://www.ntis.gov).

To inquire about NTIS information services for other Federal agencies, call 703-605-6540.

**National Telecommunications and Information Administration**

Since 1970, several hundred technical reports and memoranda, special publications, contractor reports, and other information products have been published by NTIA or its predecessor agency. The publications are available from the National Telecommunications and Information Administration, Department of Commerce, Washington, DC 20230 (phone, 202-482-1551); or the National Telecommunications and Information Administration, Institute for Telecommunication Sciences, Department of Commerce, Boulder, CO 80302 (phone, 303-497-3572). Electronic information can be obtained at [www.ntia.doc.gov](http://www.ntia.doc.gov).

**United States Patent and Trademark Office**

*General Information Concerning Patents, Basic Facts About Trademarks, Official Gazette of the United States Patent and Trademark Office, and Attorneys and Agents Registered To Practice Before the U.S. Patent and Trademark Office* are available from the Government Printing Office. Publications can be accessed through the Internet at [www.uspto.gov](http://www.uspto.gov). Phone, 703-308-4357, or 800-786-9199.

For further information concerning the Department of Commerce, contact the Office of Public Affairs, Department of Commerce, Fourteenth Street and Constitution Avenue NW., Room 5040, Washington, DC 20230. Phone, 202-482-3263. Internet, [www.doc.gov](http://www.doc.gov).